



# **Zoning Certificate/Occupancy Certification Application**

## **New Jersey Meadowlands Commission**

One DeKorte Park Plaza • Lyndhurst, New Jersey 07071  
Administrative Offices: (201) 460-1700 • FAX: (201) 372-0161

*Please check the applicable sections*

### ☐ **ZONING CERTIFICATE**

**Required plans:** Three (3) copies of signed and sealed site plans (refer to N.J.A.C. 19:4-4.4 for more information).

**Required fees:**

<input type="checkbox"/> New building	\$10.00 per 100 sq. ft. of floor area; minimum \$500.00
<input type="checkbox"/> Addition	\$10.00 per 100 sq. ft. of floor area; minimum \$100.00
<input type="checkbox"/> Site improvement	\$750.00
<input type="checkbox"/> Interior alteration related to change in use	\$500.00
<input type="checkbox"/> Fence	\$200.00
<input type="checkbox"/> Antenna	\$300.00
<input type="checkbox"/> Tower	\$500.00 per tower
<input type="checkbox"/> Recycling and/or refuse area	\$200.00
<input type="checkbox"/> Tanks	\$300 per tank

### ☐ **OCCUPANCY CERTIFICATION**

**Required plans:** One (1) copy of site plan and one (1) copy of key plan indicating tenant area(s) (refer to N.J.A.C. 19:4-4.10 for more information).

**Required fees:**

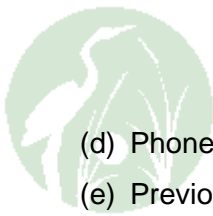
<input type="checkbox"/> Up to 3,000 sq. ft.	\$250.00
<input type="checkbox"/> 3,001 to 10,000 sq. ft.	\$400.00
<input type="checkbox"/> 10,001 to 25,000 sq. ft.	\$500.00
<input type="checkbox"/> 25,001 to 50,000 sq. ft.	\$600.00
<input type="checkbox"/> 50,001 sq. ft. and up	\$800.00
<input type="checkbox"/> Trailers and guardhouses	\$500.00

## **1. Applicant information**

- (a) Applicant name \_\_\_\_\_
- (b) Street address \_\_\_\_\_
- (c) Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- (d) Phone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_
- (e) E-mail address \_\_\_\_\_

## **2. Property for which application is made**

- (a) Location of property: Street \_\_\_\_\_  
Suite No. \_\_\_\_\_ Floor No. \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ Municipality \_\_\_\_\_
- (b) Property owner's name \_\_\_\_\_
- (c) Property owner's mailing address \_\_\_\_\_



(d) Phone number ( ) Fax number ( )

(e) Previous tenant and use SQ. FT.

(f) Proposed/Existing tenant and use SQ. FT.

### 3. Proposed tenant/use

(a) Name of tenant/occupant

(b) Name(s) under which business will operate

(c) Number of employees

(d) Present mailing address

(e) Detailed description of proposed use

(f) Description of manufacturing equipment/processes

(g) Type of air/water discharge anticipated

(h) Description and cost of proposed construction

(i) Number of off-street parking spaces provided

(j) Number and type of trucks/trailers owned

(k) Number of off-street truck spaces provided

(l) Type of outdoor storage or activities planned

(m) Is retail outlet store planned?

(n) Number of off-street customer spaces provided

(o) Have you or will you be applying for New Jersey EDA funds?

Date

### 4. Signature of applicant<sup>+</sup> (Must be the same as in item 1 above)

(Signature)

(Date)

(Printed Name)

(Continued on next page)



**5. Property owner's authorization\*\*** (If applicant is other than the property owner listed in item 2 above, the owner's authorization must be obtained)

I hereby authorize \_\_\_\_\_  
as the applicant listed above, to act as my agent in matters pertaining to this application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

- \* The owner's authorization of this application is also consent to allow New Jersey Meadowlands Commission Staff to inspect the subject property.
- ✦ Applicants and property owners, other than individuals or sole proprietorships, shall be required to complete Rider A.

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**Notes to applicant:**

1. Fees are expected at time of application.
2. Fees are not applicable to one, two, or three family detached residential dwellings.
3. Continued occupancy certification solely for residential units is not required by the NJMC.
4. If property affects a County road or drainage structure, County site plan approval may be necessary. If land disturbances greater than 5,000 sq. ft. are expected, Soil Conservation District approval is required.
5. Please be advised that violations of the NJMC District Zoning Regulations may lead to the invalidation of conveyances of property, revocation of New Jersey Meadowlands Commission permits, fines of not less than \$500.00 nor more than \$5,000.00 daily, or other legal action.



Please list below all individuals or entities that have an interest in the applicant and/or property owner.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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### TO ALL APPLICANTS:

If your building is equipped with an automatic fire suppression system, the attached UCC Form F380 must be completed and displayed at each fire sprinkler riser. For historical reference, please forward one copy of the completed Form F380 to the New Jersey Meadowlands Commission and one copy to the local Construction Official. Thank you for your cooperation.



### Fire Sprinkler Hydraulic Data Plate

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Sys #: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Zone: \_\_\_\_\_  
Address: \_\_\_\_\_ Area: \_\_\_\_\_

Hazard: LIGHT: \_\_\_\_\_ OR-1(8') \_\_\_\_\_ OR-2(12') \_\_\_\_\_ EX-1 \_\_\_\_\_ EX-2 \_\_\_\_\_  
NFPA standard: \_\_\_\_\_ System type: \_\_\_\_\_  
Density/area: \_\_\_\_\_ gpm/sf over \_\_\_\_\_ sq. ft. area  
Area/sprinkler: \_\_\_\_\_ sf/sp. used \_\_\_\_\_ sq. ft. allowed  
Mfr. \_\_\_\_\_ Model \_\_\_\_\_  
Sprinkler data: \_\_\_\_\_ orifice \_\_\_\_\_ k-factor \_\_\_\_\_ degree \_\_\_\_\_  
Spkr's flowing: \_\_\_\_\_ spkr. \_\_\_\_\_ Hose: \_\_\_\_\_ gpm allowance  
Total sprinklers on system: \_\_\_\_\_

### Summary of flow

End sprinkler flow: \_\_\_\_\_ gpm@ \_\_\_\_\_ psi  
Discharge of flowing sprinklers: \_\_\_\_\_  
Total Demand Base of Riser: \_\_\_\_\_  
With hose: \_\_\_\_\_ gpm With rack: \_\_\_\_\_ gpm



## Fire Sprinkler Hydraulic Data Plate

### **Supply data**

Location: \_\_\_\_\_

Test \_\_\_\_\_ Test date: \_\_\_\_\_  
by: \_\_\_\_\_

City: Static \_\_\_\_\_ psi; Residual \_\_\_\_\_ psi; Flow \_\_\_\_\_ gpm

Fire pump rating: \_\_\_\_\_ gpm @ \_\_\_\_\_ psi Elec. \_\_\_\_\_ Diesel \_\_\_\_\_

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### **Pipe data**

C-Factor: Aboveground = \_\_\_\_\_ Underground = \_\_\_\_\_

Pipe type: Sched/40 \_\_\_\_\_ Lt. Wall \_\_\_\_\_ XL \_\_\_\_\_ CPVC \_\_\_\_\_ Copper \_\_\_\_\_

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### **STORAGE**

Commodity class: _____	Maximum height _____	Minimum clear ft. aisle width _____
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Fig. no. (231-C): _____	Curve: _____	Spkr./level to flow: _____
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Rack demand: _____	gpm @ _____	psi @ ref. pt. _____
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Backflow preventer: Mfg. _____	Model _____
(If Provided)	

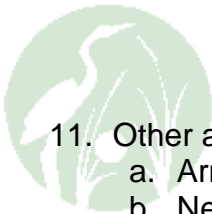


# **APPLICATION FOR ZONING CERTIFICATE/OCCUPANCY CERTIFICATE**

## **Site Plan Requirements**

From N.J.A.C. 19:4 -- NJMC Zoning Regulations

1. A survey of the tract to be developed, with bearings and distances of all property lines and block and lot designations;
2. Ownership and zone of subject property;
3. Existing features of property:
  - a. Physical features, topography, watercourse(s) location and drainage.
  - b. Structures with dimensions, height, setbacks, location of exit doors and loading docks.
  - c. Streets, ROW's, easements, utility lines, sidewalks, alleys and curbs.
  - d. Land use areas not covered above, including abutting land uses and zoning designations.
  - e. All natural features including plant material over 4" caliper;
4. Proposed:
  - a. Location and building area of all structures, with dimensions, height, setbacks, finished floor elevation (NGVD), location of exit doors and loading docks.
  - b. Traffic circulation patterns (auto, truck, pedestrian), driveways, areas to be devoted to parking, ingress and egress including access streets where required, curbs and sidewalks.
  - c. Topography.
  - d. Drainage plans and drainage calculations.
  - e. Open space, buffers and landscaped areas (per NJMC Zoning Regulations and Landscape and Open Space Design Guidelines).
  - f. Lot coverage, total gross floor area and floor area ratio (F.A.R.) calculations.
  - g. Design details, including but not limited to, curbing, driveways, safety islands, pavements, sidewalks, drainage and dolly pads for loading areas.
  - h. Total architectural lighting plan, including entranceways, exits, pedestrian and parking areas, footcandle trace, pole type and height.
  - i. Utilities location and location and screening of utilitarian structures.
  - j. Building elevations (list the façade materials).
  - k. Architectural renderings of all structures.
  - l. Barrier-free design for the handicapped.
  - m. Waste (refuse) disposal location and screening;
5. Uses of all existing and proposed structures;
6. Areas claimed by the State of New Jersey as Riparian;
7. Wetlands delineation;
8. Location of existing and proposed signs, height, setback dimensions and illumination;
9. Copy of the SCS Certification letter;
10. Compliance with Environmental Performance Standards;



## **Site Plan Requirements (continued)**

11. Other agency approvals obtained to date including, but not limited to:
  - a. Army Corps of Engineers
  - b. New Jersey Department of Environmental Protection (Stream Encroachment, Waterfront Development, Air Pollution, NJPDES, ECRA, etc.)
  - c. New Jersey Department of Transportation
  - d. Bergen or Hudson County (if located on a County road)
  - e. Soil Conservation Service
  - f. Federal Aviation Administration (FAA)
  - g. New Jersey Economic Development Authority;
12. Three (3) copies of all plans, signed and sealed by a licensed New Jersey Professional Engineer, licensed Professional Planner or Registered Architect, must be obtained;
13. Landscape plans and plant schedules showing existing and proposed landscaping of the site and all areas to be devoted to open space. All such plans are to be sealed by a New Jersey Certified Landscape Architect or other qualified professional if landscaped open space area is greater than 20,000 square feet.
14. The NJMC may request other information as may be reasonably required.